

MILPERSMAN 1070-320

NAVPERS 1070/613, ADMINISTRATIVE REMARKS

Responsible Office	NAVPERSCOM (PERS-313C)	Phone:	DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743
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1. **Policy.** NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks services as a chronological record of significant miscellaneous entries which are not provided for elsewhere or where more detailed information may be required to clarify entries on other pages of the U.S. Navy Enlisted (Field) Service Record (FSR).

2. **Preparing the Form.** NAVPERS 1070/613 is prepared as follows:

Block	Entry
SHIP OR STATION	Enter the complete name and designation of the ship or station at which the member is serving.
Remarks area	<ul style="list-style-type: none">• One entry per page.• Use single spacing.
NAME, SSN, BRANCH AND CLASS	Enter the member's full name, social security number, and branch and class of service.
Block in lower right corner	Enter the consecutive page number.

3. **Making Entries**

a. Entries shall be dated and signed by an authorized official per MILPERSMAN 1070-190.

b. Entries shall be dated and signed by the member as required by the governing directive.

c. Entries which require a copy to be forwarded immediately to Navy Personnel Command Personnel (NAVPERSCOM) must:

(1) cite the authority at the end, e.g., MILPERSMAN 0000-000, BUPERSINST 0000.00. Copies received without authority cited will not be filed in the permanent personnel record.

(2) contain only the entry concerned.

4. **Civil Conviction and Nonjudicial Punishment.**

a. The following entries are required, even if an appeal has been filed:

Entry for...	shall include...
civil conviction (or action taken by civil authorities which is equal to a conviction), whether it is a misdemeanor or felony, which comes to the command's attention	<ul style="list-style-type: none">• date of conviction or action.• final charge and specific action for which member was found guilty.• court in which convicted.• sentence of the court.
nonjudicial punishment (NJP) where pay is not affected	<ul style="list-style-type: none">• date of offense.• nature of offense (cite Uniform Code of Military Justice article).• date of NJP.• punishment awarded.

b. All entries must be dated and signed by the authorized official per MILPERSMAN 1070-190.

c. A copy of the entry shall be sent to NAVPERSCOM (PERS-313C1) for inclusion into the permanent personnel record.

d. In the event the civil conviction is overturned or the NJP appeal is granted, remove the original entry from FSR. Notify NAVPERSCOM (PERS-83) by official naval letter with copies of supporting documentation.

5. **Adverse Material.** Adverse material must be acknowledged in writing by the member, except under MILPERSMAN 1070-100.

6. **Disposition.** NAVPERS 1070/613 will be retained in the FSR until either of the following events occur:

a. **When a member transfers,** entries of a transitory nature or applicable to the local command shall be removed and given to the member. Examples of these entries are as follows:

(1)	Volunteered for special duty.
(2)	Member has read and understands regulations.
(3)	Member has attended or briefed on Navy's policies, e.g., sexual harassment, security, hazing, indoctrination, liberty.

b. **When a member immediately reenlists or when closing an FSR,** the following types of entries shall be forwarded for inclusion in the permanent personnel record following MILPERSMAN 1070-070 for officers and MILPERSMAN 1070-130 for enlisted:

(1)	Disciplinary <ul style="list-style-type: none">• Captain's mast• Civil conviction• Nonjudicial punishment• Unauthorized absence
(2)	Enlisted performance evaluation report/adverse report
(3)	Exposure to chemicals/potential health hazard
(4)	Medals/unit commendation/Battle E/ribbons, not listed on NAVPERS 1070/604, Enlisted Qualifications History
(5)	Physical readiness standards <ul style="list-style-type: none">• Completed weight reduction program• Failure to meet
(6)	Retain in service <ul style="list-style-type: none">• Performance/conduct deficiencies
(7)	Sea duty counter/credit
(8)	Time-in-Rate date change